

CITY OF LAS VEGAS

MUNICIPAL  
ELECTION 2015



CANDIDATE  
GUIDE

Prepared by:  
Las Vegas City Clerk's Office  
January, 2015





January, 2015

Dear Candidate:

Welcome to the 2015 City of Las Vegas Municipal Election process. As the Acting Las Vegas City Clerk, I am pleased to provide you with this Candidate Guide for our 2015 Municipal Election. This Guide is intended to provide you with answers to frequently asked questions concerning various aspects of the process.

Article V of the Las Vegas City Charter and Nevada Revised Statutes, where applicable and consistent with the Charter, govern the conduct of elections for the City.

In the following pages, information has been provided related to the City's Legislative body including appointed and elected officials; City offices and filing information; qualifications for office; important dates; regulations of interest; how to report monies; definitions; public observation of voting and point of contact information. Further information may be obtained by visiting our "Election 2015" Web site at [www.lasvegasnevada.gov/Elections/Election\\_2015.htm](http://www.lasvegasnevada.gov/Elections/Election_2015.htm), or call us at (702) 229-6311, TTY (702) 386-9108. The City Clerk's Office is located at Las Vegas City Hall, 495 South Main Street, Second Floor, Las Vegas, Nevada 89101.

Should you have specific voter registration questions, please contact our office or the Clark County Registrar of Voters. Please see the "Contact Information" page found in this Guide.

Our duty to you, as candidate and voter, is to provide a fair and impartial election process that is responsive to all eligible citizens in exercising their right to vote. We encourage your active participation and hope this guide will assist you in filing for candidacy in our Municipal Elections. Your comments and suggestions are always welcome.

Sincerely,

A handwritten signature in cursive script, reading "LuAnn D. Holmes".

LuAnn D. Holmes, MMC  
Acting City Clerk  
Las Vegas City Clerk's Office  
Telephone: (702) 229-6311  
Fax: (702) 382-4803  
TTY: (702) 386-9108



# GENERAL CITY INFORMATION

## WELCOME TO LAS VEGAS CITY GOVERNMENT

The City of Las Vegas was incorporated on March 16, 1911, and until 1944, operated under a "Commission" form of government with each Commissioner having administrative control over certain operating departments of the City. Since January 1, 1944, the City of Las Vegas has operated under what is commonly known as a "Council/Manager" form of government. This form of government was approved by a vote of the people with subsequent Las Vegas City Charter adoption by the Legislature.

Until 1975, the voters of the City elected the Mayor and four City Councilmen. A vote of the people in June of 1973 approved a City Charter amendment dividing the City into four wards. This allowed the Mayor to be elected at large and each Councilman to be elected by the voters of his or her own ward. The City Charter amendment was subsequently adopted by the Legislature with the first election by ward held in 1975. The elected officials chose to use the title "Commissioner" until 1983 when a new City Charter approved by the Legislature changed their title to "Councilman."

A vote of the people in 1999 approved a controversial ballot question to divide the City into six wards. Anticipating a favorable vote, the State Legislature and City Council had previously passed enabling legislation permitting the expansion to six wards. The change to six wards became effective January 1, 2000.

The citizens elect the Mayor and six council members who comprise the "City Council." Their terms are four years, with elections staggered every two years.

### THE MAYOR

The Mayor serves as a member of the City Council, presides as Chairman over its meetings, performs ceremonial duties and is the Chief Executive Officer of the City. The Mayor serves as the official representative of the people in all matters and officially signs enactments of the City Council. One of the council members is elected by the City Council to serve as Mayor Pro Tempore to act in the absence of the Mayor.

### THE CITY COUNCIL

The City Council, including the Mayor, is the governing body of the City and exercises legislative power by enacting ordinances, resolutions, orders and other policies necessary for the management and execution of the powers vested in the City through the City Charter. Among other things, the City Council is empowered to:

- Appoint the City Manager and approve the appointment by the City Manager of the department heads, their assistants and other city staff.
- Adopt an annual budget.
- Act as the Redevelopment Agency.
- Enact and provide for the enforcement of all laws and ordinances.
- May acquire, sell and lease buildings and property.
- Enter into contracts, agreements, franchises, etc.
- License and regulate all businesses, trades and professions.
- Organize, regulate and maintain a fire department.

- Protect the public health.
- Enact and enforce building and safety codes.
- Provide for the zoning, subdivision and use of private land and buildings.
- Provide for traffic control.
- Provide for the abatement, prevention and removal of nuisances.
- Establish and appoint citizens to serve on City of Las Vegas boards - Planning Commission, Civil Service Board, Arts Commission, Historic Preservation Commission, to name just a few.

Also, members of the City Council serve on various boards - Las Vegas Convention and Visitors Authority, Regional Transportation Commission, Regional Flood Control, District Board of Health, Las Vegas Chamber of Commerce, Metropolitan Police Committee on Fiscal Affairs, etc.

### **THE CITY ATTORNEY**

The City Attorney is appointed by the City Council and provides legal guidance and support for elected city officials, city departments, and boards and commissions in conducting city business. The office represents the City before judicial and administrative agencies in civil litigation proceedings and prosecutes all traffic and misdemeanor violations occurring within the limits of the City of Las Vegas. The City Attorney's Office also provides legal guidance to city departments, board and commission members and elected officials concerning matters that may present a conflict of interest.

### **THE CITY AUDITOR**

The City Auditor's Office operates under the direction of the City Council. The Mayor, subject to ratification by the City Council, appoints the City Auditor. The City Auditor is responsible for directing audit professionals in a comprehensive audit program including performance audits, compliance audits, special audits, information systems audits, and financial audits. The City Council created an Audit Committee to review and evaluate internal audit activities. The Committee is appointed by the Mayor and is comprised of two City Council members and three members of the community-at-large.

### **THE CITY MANAGER**

The City Manager is appointed by the City Council and is responsible for the effective administration and operation of all municipal services for the City of Las Vegas. The City Manager supervises the City's general affairs; exercises control over all of the departments and divisions of city government and over all of the officers and employees of the City; gives the City Council information concerning the state of the City and recommends the adoption of bills and programs that he/she deems are necessary and appropriate; submits the annual budget of the City to the City Council; ensures that all general laws and ordinances of the City are observed and enforced; ensures that all contracts of the City are faithfully kept and fully performed; executes contracts and other documents which are delegated to her/him by the City Council; and performs administrative duties that are designated by the City Council or prescribed by ordinance.

### **THE CITY CHARTER**

The State Legislature adopted the City Charter on January 1, 1944, which established a Council/Manager form of government for the City of Las Vegas. The Charter establishes the municipal government empowered by NRS 268 and is a part of the Las Vegas Municipal Code. City Charter changes can only occur by Nevada legislative action or a vote of the people. It is to the City what the Constitution is to state and federal governments. To access the City Charter and the Las Vegas Municipal Code, go to the City's Web site, select "Laws and Codes" on the left side of the page.

## **THE CITY OF LAS VEGAS WEB SITE**

The City of Las Vegas' Web site is [www.lasvegasnevada.gov](http://www.lasvegasnevada.gov). The Web site is tailored for citizens, businesses, visitors and new residents and offers a translation service for Spanish-speaking citizens. Information on all aspects of city government, including services and responsibilities of each department, is available on the Web site, as well as online or e-services including paying parking tickets.

## **WELCOME TO LAS VEGAS MUNICIPAL COURT**

Per an act of the Nevada State Legislature, approved March 16, 1911, relative to the incorporation of the City of Las Vegas, the first Municipal Court Judge was appointed by the Las Vegas City Commission on June 22, 1911. A single Municipal Court Judge presided until 1969 when the City Commission appointed an additional judge for Department 2. In 1975, and by ordinance, Department 3 was established with Department 4 being added in 1977. To further serve our growing community, the City Council created Departments 5 and 6 in 1989 and 1991 respectively.

The citizens elect the judges at large by department number. Each judge presides over his or her respective department. In 2001, the Nevada State Legislature increased the judicial terms from four to six years.

The qualifications for Municipal Court Judge are:

- Shall devote full time to the duties of his or her office.
- Duly licensed member in good standing of the State Bar of Nevada.
- Never have been removed or retired from any judicial office by the Commission on Judicial Discipline.
- Qualified elector who has resided within the city for a period of not less than 30 days immediately before the last day for filing a declaration for candidacy.
- Voted upon by the registered voters of the city at large.

The Municipal Court, of the City of Las Vegas, became a 'Court of Record' on December 1, 1995.

## **ALTERNATE JUDGES**

The Mayor of the City of Las Vegas appoints Alternate Judges in sufficient numbers yearly. An Alternate Judge:

- Must be a duly licensed member in good standing of the State Bar of Nevada.
- Never have been removed or retired from any judicial office by the Commission on Judicial Discipline.
- Must be a resident of the city.
- Has all the powers and jurisdiction of a municipal judge while he/she is acting as such.

## **MUNICIPAL COURT MARSHALS**

Each department of the Las Vegas Municipal Court is allotted a Court Marshal to assist in the operation of the Municipal Court. These Marshals are under direct supervision of the respective Municipal Court Judge of the department to which they are assigned.

## CITY OFFICES AND FILING INFORMATION - 2015

Municipal elections are OPEN and NONPARTISAN. That means, candidates' political parties do not appear on the ballot. You must be a properly registered voter of the City of Las Vegas to vote in this election and you may vote regardless of your party affiliation.

Las Vegas City Charter provides that if, in the Primary City Election, one candidate for an office receives more than a majority of votes cast, they are declared elected and no General City Election is held. If no candidate for that office receives a majority of votes, the names of the two candidates receiving the highest number of votes are placed on the ballot for the General City Election. Therefore, **YOUR PRIMARY ELECTION VOTE IS VERY IMPORTANT!**

The term of office for the Mayor and each Council Ward is four years. Judges term of office is six years.

The City's Primary Election will be held on Tuesday, April 7, 2015 and the General Election, if required, will be held on Tuesday, June 2, 2015. Offices for election are:

<b>MAYOR</b> <b>4 Year Term</b> Incumbent: Carolyn G. Goodman <b>Salary: \$138,536</b>	<b>MUNICIPAL JUDGE DEPARTMENT 1</b> <b>6 Year Term, Elected At Large</b> Incumbent: Cynthia S. Leung <b>Salary: \$162,291</b>
<b>COUNCILMAN WARD 1</b> <b>4 Year Term</b> Incumbent: Lois Tarkanian <b>Salary: \$76,964</b>	<b>MUNICIPAL JUDGE DEPARTMENT 4</b> <b>6 Year Term, Elected At Large</b> Incumbent: Bert Brown <b>Salary: \$162,291</b>
<b>COUNCILMAN WARD 3</b> <b>4 Year Term</b> Incumbent: Bob Coffin <b>Salary: \$76,964</b>	<b>MUNICIPAL JUDGE DEPARTMENT 6</b> <b>6 Year Term, Elected At Large</b> Incumbent: Martin D. Hastings <b>Salary: \$162,291</b>
<b>COUNCILMAN WARD 5</b> <b>4 Year Term</b> Incumbent: Ricki Y. Barlow <b>Salary: \$76,964</b>	

### Filing Fee:

\$100.00 (cash, check, certified check or money order accepted)

### When to File:

Tuesday, January 27, 2015, 8 a.m. - Filing for office begins

Friday, February 6, 2015, 5 p.m. - Filing for office closes

Excluding Saturday and Sunday

### Where to File:

Las Vegas City Clerk's Office

495 South Main Street, Second Floor, City Hall

(702) 229-6311, TTY (702) 386-9108

### What to Bring:

Identification by one of the following:



(1) a valid driver's license or identification card issued by a governmental agency that contains a photograph of the candidate and the candidate's address; or

(2) a current utility bill, bank statement, paycheck, or document issued by a governmental entity, including a check, which indicates the candidate's name and residential address.

When filing for office, a complete filing packet will be provided. This packet will contain forms, instructions and general information necessary to comply with the requirements of Las Vegas City Charter, Las Vegas Municipal Code, and Nevada Revised Statutes. (NRS 293C.185)

#### **Using a nickname on the ballot:**

A nickname of not more than 10 letters may be used on the ballot; however, it must be in quotation marks and appear immediately before the candidate's surname. Other provisions apply under NRS 293.2565.

## **QUALIFICATIONS FOR OFFICE**

Each candidate for MAYOR shall be a qualified elector\* who has actually\*\*, as opposed to constructively, resided within the boundaries of the city which he/she desires to represent for a period of not less than 30 days immediately prior to the last day for filing a Declaration of Candidacy. The mayor shall be elected by the registered voters of the City at large.

Each candidate for COUNCILMAN shall be a qualified elector\* who has actually\*\*, as opposed to constructively, resided within the ward which he/she desires to represent for a period of not less than 30 days immediately prior to the last day for filing a Declaration of Candidacy. Each City Councilman shall be elected by the registered voters of the ward in which he/she is a candidate.

Each candidate for MUNICIPAL JUDGE shall be an attorney licensed to practice law in the State of Nevada, never been removed or retired from any judicial office by the Commission on Judicial Discipline and a qualified elector\* who has actually\*\*, as opposed to constructively, resided within the boundaries of the city for a period of not less than 30 days immediately prior to the last day for filing a Declaration of Candidacy. Each municipal judge shall be elected by the registered voters of the City at large.

\*A qualified elector is a citizen of the United States, 18 years of age or older, who satisfied any residency requirement for this election and is not otherwise disqualified by reason of a treason or felony conviction or insanity, unless their civil rights have been restored by a court of competent jurisdiction.

Please note that if, upon receipt of credible evidence indicating that a candidate has been convicted of a felony and has not had his civil rights restored by a court of competent jurisdiction, filing officers may pursue removing the individual from the ballot (NRS 293C.185).

\*\*"Actual residence" is defined in NRS 281.050 as the place where a person is legally domiciled and maintains a permanent habitation. If the person maintains more than one such habitation, the place the person declares to be his or her principal permanent habitation when filing a declaration pursuant to NRS 293C.185 shall be deemed to be the person's actual residence.

#### **Provisions**

If at 5 p.m. on the last day for filing a Declaration of Candidacy, there is only one candidate for any office, that candidate must be declared elected and no Primary or General City Election may be held for that office (NRS 293C.180). Elected officials shall qualify and enter upon the discharge of their respective duties on the day of the first regular meeting of the City Council next succeeding the meeting at which the canvass of the returns is made (City Charter 5.100).

## IMPORTANT DATES

### **January 7, 2015**

Last day candidate may become a resident.

### **January 15, 2015, 5 p.m.**

Last day for City of Las Vegas elected office holders to file Annual Nevada Contributions & Expenses Report with the Secretary of State, (filed online only). NRS 294A.120, NRS 294A.125, NRS 294A.128, NRS 294A.140, NRS 294A.200, NRS 294A.360 and NRS 294A.373.

### **January 27, 2015, 8 a.m.**

Filing for office begins. NRS 293C.175, Las Vegas City Charter Sec. 5.010.5. Identification required. NRS 293C.185.

### **February 6, 2015, 5 p.m.**

Filing closes. NRS 293C.175, Las Vegas City Charter Sec. 5.010.5.

### **February 6, 2015, 5 p.m.**

Last day candidate may change the manner in which his/her name appears on the ballot.

### **February 10, 2015, 5 p.m.**

Last day for candidate to withdraw. Must be in writing and presented to the City Clerk. NRS 293C.195.

### **February 17, 2015, 5 p.m.**

Candidates to file state Financial Disclosure Statement with the Secretary of State. Penalties imposed if not filed by this date. NRS 281. Filing must be done online.

### **February 19, 2015**

Last day an elector may file a written challenge of the candidate on the grounds that the person fails to meet any of the qualifications required for office (not later than 5 working days after the last day the person may withdraw candidacy) NRS 293C.186

### **March 3, 2015**

Last day for an organization to notify the City Clerk, 14 days before mailing AB request cards – 500 or more – NRS 293C.306(P)

### **March 7, 2015, 9 p.m.**

Voter Registration Deadline for registration and updates for (P) without appearing at City Clerk's Office – NRS 293C.527(4)

**March 9 to 17, 2015:** In-office registration or updates at your City Clerk's office

- Monday, March 9 through Thursday, March 12, 2015, 7:00 a.m. to 5:30 p.m.
- Monday and Tuesday, March 16 & 17, 7:00 a.m. to 7:00 p.m.

### **March 9, 2015**

First day written voter registration challenges may be filed for Primary Election. NRS 293.547.

### **March 13, 2015**

Last day written voter registration challenges may be filed for Primary Election. NRS 293.547.

**March 17, 2015**

Last day for organizations to mail Absent Ballot Request Card mailings for Primary Election if sending to more than 500 registered voters. NRS 293C.306.

**March 17, 2015, 5 p.m.**

File Campaign Contributions and Expenses (including In Kind Contributions and Expenses) Report #1 (of 4) with the Secretary of State (filed on-line only). (Reporting period begins January 1, 2015 to and including March 13, 2015. NRS 294A.120, NRS 294A.128, NRS 294A.200, NRS 294A.360, NRS 294A.362.

**March 21, 2015**

Early voting begins for Primary Election. NRS 293C.3568. See early voting schedule for locations, dates and times.

**March 31, 2015**

Last day for written requests for Absentee Ballots to be received by the City Clerk or the Clark County Election Department for Primary Election. NRS 293C.312.

**April 3, 2015**

Last day for early voting for Primary Election. NRS 293C.3568.

**April 3, 2015**

File Campaign Contributions and Expenses (including In Kind Contributions and Expenses) Report #2 (of 4) with the Secretary of State (filed on-line only). (Reporting period begins March 14, 2015 to and including April 2, 2015. NRS 294A.120, NRS 294A.128, NRS 294A.200, NRS 294A.360, NRS 294A.362.

**April 7, 2015**

PRIMARY ELECTION. Las Vegas City Charter Sec. 5.010, NRS 293C.175.

**April 15, 2015**

City Council Meeting to canvass and certify Primary Election. Las Vegas City Charter Sec. 5.100, NRS 293C.387.

**April 21, 2015, 5 p.m.**

Last day to demand recount. NRS 293.403.

**April 21, 2015**

Last day to contest election (P), NRS 293.413 (5 days after recount completed or 14 days after election if no recount demanded)

**April 28, 2015**

Last day for an organization to notify the City Clerk, 14 days before mailing AB request cards – 500 or more – NRS 293C.306(G)

**May 2, 2015, 9 p.m.** Voter Registration Deadline for registration and updates for (G) without appearing at City Clerk's Office – NRS 293C.527(4)

**May 4 to 12, 2015:** In-office registration or updates at your City Clerk's office.

- Monday, May 4 through Thursday, May 7, 7:00 a.m. to 5:30 p.m.
- Saturday and Sunday, May 9 & 10, 9:00 a.m. to 5:00 p.m.
- Monday and Tuesday, May 11 & 12, 7:00 a.m. to 9:00 p.m.

### **May 5, 2015**

First day written voter registration challenges may be filed for General Election. NRS 293.547.

### **May 6, 2015 City Council Meeting.**

Seating of successful Primary Election candidates. Las Vegas City Charter Sec. 5.010.7, NRS 293C.387.

### **May 8, 2015**

Last day written voter registration challenges may be filed for General Election. NRS 293.547.

### **May 12, 2015**

Last day for organizations to mail Absent Ballot Request Card mailings for General Election if sending to more than 500 registered voters. NRS 293C.306.

### **May 12, 2015, 5 p.m.**

File Campaign Contribution and Expenses (including In Kind Contributions and Expenses) Report #3 (of 4) with the Secretary of State (filed on-line only) (Reporting period begins April 3, 2015 to and including May 8, 2015). NRS 294A.120, NRS 294A.128, NRS 294A.200, NRS 294A.360, NRS 294A.362

### **May 16, 2015**

Early voting begins for General Election. NRS 293C.3568. See early voting schedule for locations, dates and times.

### **May 26, 2015, 5 p.m.**

Last day for written requests for Absentee Ballots to be received by the City Clerk or the Clark County Election Department for General Election. NRS 293C.312.

### **May 29, 2015**

File Campaign Contribution and Expenses (including In Kind Contributions and Expenses) Report #4 (of 4) with the Secretary of State (filed on-line only) (Reporting period begins May 9, 2015 to and including May 28, 2015). NRS 294A.120, NRS 294A.128, NRS 294A.200, NRS 294A.360, NRS 294A.362.

### **May 29, 2015**

Early voting ends for General Election. NRS 293C.3568.

### **June 2, 2015**

GENERAL ELECTION. Las Vegas City Charter Sec. 5.020, NRS 293C.140.

### **June 8, 2015**

Special City Council Meeting to canvass and certify General Election. Las Vegas City Charter Sec. 5.100, NRS 293C.387.

### **June 11, 2015, 5 p.m.**

Last day to demand recount. NRS 293.403.

**June 15, 2015**

Last day to dispose of unspent contributions for candidates elected or defeated in Primary election. NRS 294A.160.

**June 16, 2015**

Last day to contest election (G), NRS 293.413 (5 days after recount completed or 14 days after election if no recount demanded)

**June 17, 2015** City Council Meeting

Seating of successful General Election candidates. Las Vegas City Charter Sec. 5.100, NRS 293C.387.

**August 17, 2015**

Last day to dispose of unspent contributions for candidates elected or defeated in General election. (August 15th is the date required, however that date is a Saturday so the filing date moves to Monday) NRS 294A.160.

## REGULATIONS OF INTEREST

**POLITICAL SIGN REGULATIONS**

Local as well as state laws govern the use of campaign signs.

Title 19, the City of Las Vegas Zoning Code, requires that a political candidate running for office must obtain a sign permit prior to erecting any political signs. The City currently requires only one application for the total number of signs a candidate wishes to display.

Sign permits may be obtained through the City of Las Vegas Building and Safety Department, contact phone number (702) 229-6251, TTY (702) 386-9108. The permit fee is \$74 (\$19 application fee plus \$55 administrative fee). Additionally, any sign in excess of thirty-two square feet requires a sign certificate.

If you have any questions concerning the Title 19 political campaign sign requirements, please contact the Planning Department at (702) 229-6301, TTY (702) 386-9108.

**HANDBILL REGULATIONS**

Las Vegas Municipal Code 6.42 regulates the distribution and posting of commercial and non-commercial handbills within the City of Las Vegas.

Note: A Handbill and Oral Solicitation License is not required to mail flyers, brochures or other campaign material or for appearances at personal information booths at a trade show.

For those activities as outlined in Las Vegas Municipal Code 6.42 that indicate a business license is required for persons hired to distribute handbills, please contact the City of Las Vegas Department of Planning, Business Services Division at (702) 229-6281, TTY (702) 386-9108 or by visiting their office at 333 Rancho Drive. Applications for Handbill and Oral Solicitation business licenses for persons hired to distribute handbills must be submitted no less than 30 days prior to the commencement of distribution and/or posting with fees of \$150 (\$50 processing fee plus \$100 license fee). **NOTE: If a candidate distributes the handbills himself/herself then no permit is required.**

**ELECTIONEERING/CAMPAIGNING**

Nevada Revised Statutes sections 293C.3572, 293C.361 and 293.740 govern campaigning and electioneering. The rules differ for early voting and Election Day:

**Early Voting:**

- If the voting site is located on PRIVATE PROPERTY (mall, supermarket, etc.), no one may electioneer on the owner's property without the owner's permission (NRS 293C.3572).
- If the voting site is located on PUBLIC PROPERTY, no one may electioneer within 100 feet of the voting area (NRS 293C.361)

**Election Day:**

- No one may electioneer within 100 feet of the entrance to the building or structure in which a polling place is located (NRS 293.740)

**Definition:** NRS 293.740 defines electioneering as campaigning for or against a candidate, ballot question or political party by:

- Posting signs.
- Distributing literature.
- Using loudspeakers.
- Buying, selling, wearing or displaying any badge, button or other insignia. A person may wear political insignia while voting only if he or she is reasonably unable to remove or cover it.
- Soliciting signatures for any kind of petition.

## HOW TO REPORT THE MONEY

**CAMPAIGN ACCOUNTS**

Every candidate for state, district, county, and city or township office shall open and maintain a separate account in a financial institution for the deposit of any campaign contributions, within one week of receiving a minimum of \$100.00. The candidate shall not commingle the money in the account with money collected for other purposes. (NRS 294A.130)

**STATE OF NEVADA CAMPAIGN CONTRIBUTIONS& EXPENSES/IN KIND  
REPORTS/DISPOSITION OF UNSPENT CONTRIBUTIONS*****– Filed electronically with the Secretary of State***

Every candidate for city office at an election shall comply with campaign contributions and expenses reporting. Every candidate must file both reports even though he or she: (A) Received contributions in excess of \$100; (B) Contributions remaining from their last campaign (unspent contributions); (C) Filed a declaration of candidacy; (D) Filed an acceptance of candidacy; or (E) Their name appears on a ballot at any election. Additionally, pursuant to NRS 294A.362, in kind contributions must be reported separately. (NRS 294A.210; NRS 294A.373; NRS 294A.3733)

If a candidate withdraws they may file all required reports at one time with the appropriate filing officer (NRS 294A.350; NAC 294A.045).

You must file your Nevada Contributions and Expenses Reports with the Nevada Secretary of State electronically. [NRS 294A.200 (6)] Information will be provided with the filing packet.

The due dates for contributions and expenses reports are:–

***Report No. 1: Due March 17, 2015 - Period January 1, 2015 through March 13, 2015***

***Report No. 2: Due April 3, 2015 - Period March 14, 2015 through April 2, 2015***

***Report No. 3: Due May 12, 2015 - Period April 3, 2015 through May 8, 2015***

***Report No. 4: Due May 29, 2015 - Period May 9, 2015 through May 28, 2015***

## DEFINITIONS

For your assistance, a portion of the following definitions have been taken from the Nevada Revised Statutes:

### **Contribution Defined**

“Contribution” means a gift, loan, conveyance, deposit, payment, transfer or distribution of money or of anything of value other than the services of a volunteer (NRS 294A.007).

### **Campaign Expenses and Expenditures Defined**

“Campaign Expenses and Expenditures” are those expenditures made for advertising on television, radio, billboards, posters and in newspapers; and all other expenditures made to advocate expressly the election or defeat of a clearly identified candidate or group of candidates or the passage or defeat of a clearly identified question or group of questions on the ballot. (NRS 294A.0035)

### **Contributions Made In The Name of Another Person Prohibited**

A person shall not make or assist in making a contribution in the name of another person. Accepting a contribution made by a person in the name of another person is prohibited (NRS 294A.112).

### **Anonymous Contributions**

Anonymous contributions in excess of \$100 are prohibited. A candidate who receives a contribution of \$100 or more from an anonymous or unidentifiable contributor shall, within 10 days after receiving the contribution, deliver the money to the state treasurer or donate it to a nonprofit entity. (NRS 294A.190).

### **In Kind Contributions**

The value of services provided in kind for which money would have otherwise been paid, such as paid polling and resulting data, paid direct mail, paid solicitation by telephone, any paid paraphernalia that was printed or otherwise produced to promote a campaign and the use of paid personnel to assist in the campaign. In kind contributions must be reported. (NRS 294A.007; 294A.362)

### **Personal Use of Campaign Funds**

It is unlawful for a candidate to spend money received as a campaign contribution for his or her personal use. (NRS 294A.160, AGO 2002-23).

### **Contributions In Excess of \$10,000 Report**

Every candidate who receives contributions in excess of \$10,000 in any year before the year of an election is required to file a Contributions and Expenses Report for that year and every year thereafter up to the election. The report must be filed with the Secretary of State electronically on or before January 15 of the year immediately after the year for which the report is made. Each year thereafter before the election year the candidate must file by January 15 electronically with the Secretary of State, a report of all contributions received and expenditures made in that year. (NRS 294A.125; 294A.373).

Every candidate for a state, district, county, city or township office who is defeated at a primary or primary city election and received a contribution from a person in excess of \$5,000 shall, not later than the 15th day of the second month after his or her defeat, return any money in excess of \$5,000 to the contributor. (NRS 294A.160).

### **Disposition of Unspent Contributions Report**

Candidates who are elected or defeated, or who withdraw from a race, must dispose of all remaining campaign funds. State law specifically limits the manner in which unspent contributions may be disposed. (NRS 294A.160).

### ***NEVADA STATEMENT OF FINANCIAL DISCLOSURE - NRS 281.561 –***

#### ***Filed electronically with the Secretary of State***

Nevada law requires a candidate for public office to file electronically the Statement of Financial Disclosure with the Secretary of State. This statement is due 10 days after the last day to file a declaration of candidacy which is February 17, 2015. Additionally, if you are elected to office you will have to file a Statement of Financial Disclosure January 15th of each year you hold office including the last year of your term. There is an on-line interactive form that can be filled out and printed prior to filing. The link to this form is: <https://nvsos.gov/SOSCandidateServices/Login.aspx>

A candidate for public office or public officer who fails to file a Financial Disclosure Statement in a timely manner pursuant to NRS 281 is subject to a civil penalty and payment of court costs and attorney's fees. Knowingly filing a Financial Disclosure Statement containing false or misleading information is a gross misdemeanor (NRS 197.130).

We suggest you make a copy of your completed form before filing the electronic form. A copy should be retained for your file.

## **OTHER INFORMATIONAL ITEMS**

### ***CODE OF FAIR CAMPAIGN PRACTICES***

The Code of Fair Campaign Practices is a voluntary code to which a candidate may subscribe. It states certain principles by which a fair, ethical campaign should be run. A candidate who subscribes to the code may indicate so on his or her campaign literature. A copy of the Code of Fair Campaign Practices is given to each candidate at the time of filing. (NRS 294A.290)

### ***ELECTION NIGHT TABULATION***

After the polls close at 7 p.m. on Election Day, the results are brought to the central tabulation facility (Clark County Election Center, 965 Trade Dr., North Las Vegas) for processing. They are tabulated along with early voting and mail ballot results. You may access unofficial election results on the internet beginning shortly after the polls close. You can find links to the election results from the City website at [www.lasvegasnevada.gov/Elections/Election\\_2015.htm](http://www.lasvegasnevada.gov/Elections/Election_2015.htm) or the Clark County website at [www.clarkcountynv.gov/election](http://www.clarkcountynv.gov/election).



## PUBLIC OBSERVATION OF VOTING

### **Procedures**

[NRS 293.274](#) sets out the rules for observation of voting by the public at polling places. Anyone may observe voting at a polling place, i.e., no credentials or paperwork are required. An observer must ask for the polling place "Team Leader" when he/she arrives. The Team Leader will direct the observer to a designated location within the polling place. The observer must remain within this area at all times. Limited special provisions are made for the media.

### **Posting Logs Are Public Information about Who Voted in Person on Election Day**

**ANYONE** may examine the completed Posting Logs at an election day polling place to see who did or did not vote there in person that day.

**What Is a Posting Log:** Nevada law ([NRS 293.301](#)) requires Posting Logs to be available as public information at every [Election Day polling place](#). Posting Logs alphabetically list voters, by precinct, at a particular polling place and include the voters' name, address and party. Posting Logs show who voted in person on Election Day at the polling place during four specific time periods. Election Clerks prepare Posting Logs by placing a check next to the name of each individual who signs the precinct register and votes in person. There is one set of four Posting Logs for each precinct.

**Who May View Posting Logs:** **ANYONE** inside the polling place may view completed Posting Logs after polling place officials make them available to the public. Posting Logs must remain inside the polling place.

## DATES OF INTEREST

<b>January 7, 2015</b> Last day candidate may become a resident	<b>January 27 to February 6, 2015</b> <i>(Tuesday through following Friday, 8:00 a.m. to 5:00 p.m., excluding Saturday and Sunday).</i> Filing for office
<b>February 10, 2015, 5:00 p.m.</b> Last day for candidate to withdraw. Must be in writing and presented to the City Clerk	<b>March 3, 2015.</b> Last day for organizations to notify the City Clerk of Absent Ballot Request Card mailings for Primary Election if sending to more than 500 registered voters

### IN PERSON VOTER REGISTRATION IN THE CITY CLERK'S OFFICE FOR PRIMARY ELECTION

**Monday, March 9 through Thursday, March 12, 2015 - 7:00 a.m. to 5:30 p.m.**

**Monday, March 16 and Tuesday, March 17, 2015 - 7:00 a.m. to 7:00 p.m.**

<b>March 17, 2015.</b> Last day for organizations to mail Absent Ballot Request Card mailings for Primary Election if sending to more than 500 registered voters	<b>March 21 to April 3, 2015.</b> Early voting for Primary Election
<b>March 31, 2015, 5:30 p.m.</b> Last day for written requests for Absentee Ballots to be received by the City Clerk for Primary Election	<b>April 7, 2015.</b> <b><i>PRIMARY ELECTION.</i></b>
<b>April 15, 2015.</b> City Council Meeting to canvass and certify Primary Election	<b>May 6, 2015.</b> City Council Meeting Seating of successful Primary Election candidates

### IN PERSON VOTER REGISTRATION IN THE CITY CLERK'S OFFICE FOR GENERAL ELECTION

**Monday, May 4 through Thursday, May 7, 2015, 7:00 a.m. to 5:30 p.m.**

**Saturday and Sunday, May 9 and 10 – 9:00 a.m. to 5:00 p.m.**

**Monday, May 11 and Tuesday, May 12 - 2015, 7:00 a.m. to 9:00 p.m.**

<b>April 30, 2015</b> Last day for organizations to notify the City Clerk of Absent Ballot Request card mailings for General Election if sending to more than 500 registered voters	<b>May 14, 2015.</b> Last day for organizations to mail Absent Ballot Request Card mailings for General Election if sending to more than 500 registered voters
<b>May 16 to May 29, 2015.</b> Early voting for General Election	<b>May 26, 2015, 5:30 p.m.</b> Last day for written requests for Absentee Ballots to be received by the City Clerk for General Election
<b>June 2, 2015.</b> <b><i>GENERAL ELECTION.</i></b>	<b>June 8, 2015.</b> Special City Council Meeting to canvass and certify General Election
<b>June 17, 2015 City Council Meeting</b> Seating of successful General Election candidates.	

## CONTACT INFORMATION

<i>LOCATION</i>	<i>TELEPHONE NUMBERS</i>
<b>Las Vegas City Clerk</b> Las Vegas City Hall 495 South Main Street, Second Floor Las Vegas, Nevada 89101  E-mail address: <a href="mailto:ElectionInformation@lasvegasnevada.gov">ElectionInformation@lasvegasnevada.gov</a> Election Website: <a href="http://www.lasvegasnevada.gov/Elections/Election_2015.htm">www.lasvegasnevada.gov/Elections/Election_2015.htm</a>	(702) 229-6311 (702) 382-4803, Fax (702) 386-9108, TTY

<i>LOCATION</i>	<i>TELEPHONE NUMBERS</i>
<b>Clark County Registrar of Voters</b> Election Center 965 Trade Dr., Suite A North Las Vegas, Nevada 89030  <b>Election Department</b> Clark County Government Center 500 S. Grand Central Pkwy First Floor, Suite 1113 Las Vegas, Nevada 89106  E-mail address: <a href="mailto:elinfo@ClarkCountyNV.gov">elinfo@ClarkCountyNV.gov</a> Election Website: <a href="http://www.clarkcountynv.gov/election">http://www.clarkcountynv.gov/election</a>	(702) 455-VOTE (8683) (702) 455-3666, Español (800) 326-6868, TTY

<i>LOCATION</i>	<i>TELEPHONE NUMBERS</i>
<b>State of Nevada, Secretary of State</b> Elections Division 101 North Carson St., Suite 3 Carson City, Nevada 89701  E-mail address: <a href="mailto:sosmail@sos.nv.gov">sosmail@sos.nv.gov</a> Website: <a href="http://www.nvsos.gov">http://www.nvsos.gov</a>	(775) 684-5705 (775) 684-5718, Fax

<i>LOCATION</i>	<i>TELEPHONE NUMBERS</i>
<b>State of Nevada Commission on Ethics</b> 704 W. Nye Lane, Suite 204 Carson City, Nevada 89703  E-mail address: <a href="mailto:ncoe@ethics.nv.gov">ncoe@ethics.nv.gov</a> Website: <a href="http://ethics.nv.gov">http://ethics.nv.gov</a>	(775) 687-5469 (775) 687-1279, Fax